

# CITY OF MADISON

## BUSINESS LICENSES

1. Contact the Zoning Department (phone 256-772-5637) for a Certificate of Zoning Compliance form as well as a Hazardous/Toxic Substance Declaration form. Submit these completed forms to the Zoning Department.
2. Contact the Fire Department (772-3326) for a fire inspection. They in turn will sign off on the Zoning Compliance Form. (This is not applicable if only an office is being maintained within an office building.)
3. Bring the completed, approved Zoning Compliance Form and approved Hazardous/Toxic Substance Declaration, along with your completed privilege license application to the Revenue Department. Your license will be issued there.
4. When completing the license application, use an estimate of what you believe your gross receipts will be for the remainder of the year. This is the figure that your license fee will be based on. (All new businesses use estimates for the first year in business, and then the next year's license is based on what you actually made the previous year – calculated out for an entire year.)
5. Any questions, please call the Revenue Department at 772-5600.